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30 August 1963

MEMORANDUM FOR: Director of Security

SUBJECT : Office of Security Statistical Report
for JULY 1963

1. The attached tables and charts reflect some of the activities of certain components of the Office during JULY 1963.

2. The statistics in the tables are compiled by the component concerned and refer to the current month.

3. The charts are prepared in this Office from the statistics in the tables and afford a means of comparing the various accomplishments, work loads, and activities from the beginning of the current fiscal year to date.

4. Following are noteworthy items for the month:

a. Mr. Robert L. Bannerman assumed the position of Director of Security effective 1 July 1963 vice Colonel Sheffield Edwards who retired.

b. [] ADDS (IOS) is acting as Deputy Director of Security pending arrival in the Office of Security of [] as Deputy Director of Security.

c. [] was appointed Executive Officer, Office of Security, vice Mr. [] who reported to the []

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d. The Director of Security and his Deputy held conference sessions with their component officials concerning current and future activities and objectives of the Office of Security.

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e. The Director of Security and other senior officials of the Office briefed the Executive Director on security regulations, procedures and, particularly, personnel security.

f. The Deputy Director (Support), the Director of Security, and senior officials of the Office were briefed on the results of the monitor project dealing with the conversion of the Office of Security indices to computer language. A demonstration of the computer operation was provided after the briefings.

g. Staff work was completed on a study relating to the release by the Agency of classified (nonmilitary) information to foreign governments. A letter was prepared to the Department of State describing the findings of the study which sought to establish the extent to which recipient governments were affording this information proper security protection.

h. The Director of Security and the Chief, Special Security Center, met with the DDCI and the DD/S to recommend certain changes in the activities of the Office of Security with respect to programs.

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k. Technical discussions were held with the [redacted] with reference to technical specifications for a new badge machine.

[redacted]

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m. The final draft of the Annual Report of the NSC Special Committee on Technical Surveillance Countermeasures was approved by the Committee and will be forwarded to the NSC within the next few weeks.

n. Discussions were held with the Office of Training regarding the future filming of an audio countermeasure movie. It is anticipated that the movie will be used as part of the audio-countermeasure briefings currently presented by this office.

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o. Security support was rendered to the move of the Map Library Division from the [redacted] to [redacted]. The security support rendered by the Office of Security consisted of overall security planning of the move, escort of the moving vans in transit, monitoring of line-of-sight observers, and the performance of all necessary lock and safe work necessitated by the move.

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p. A meeting was held with representatives of RID to finalize the security recommendations for the WALNUT Program. The recommendations were adopted as proposed.

q. Dispatches were prepared for transmission to career Security Officers overseas outlining Office of Security policy regarding the open-shelf storage of material classified through **SECRET** at overseas stations.

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r. A representative of the U. S. Secret Service was briefed concerning CIA security techniques and procedures designed to control access and to protect buildings and areas against unauthorized entry.

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s. The Office was saddened by the death of [redacted] employee assigned to the Security Records Division. [redacted] died after an extended illness. All possible assistance was rendered his wife, Mary, who is a staff employee assigned to the Office of Communications.

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[redacted]

Acting Executive Officer